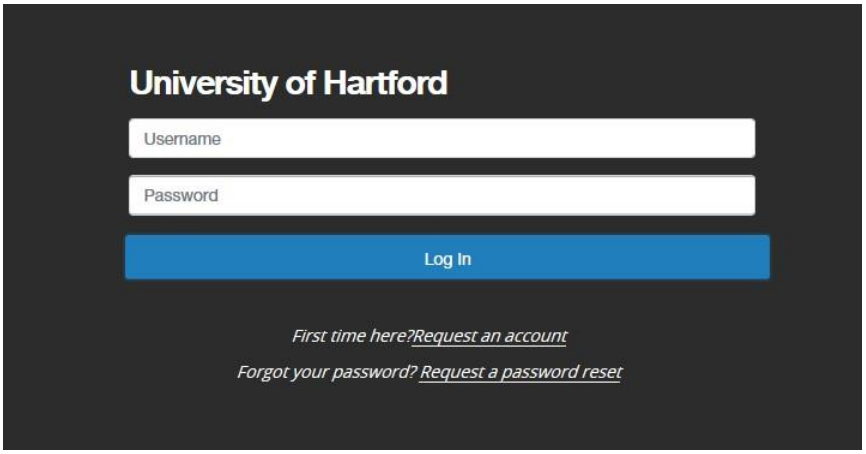
You can access the PeopleAdmin Employee Records by following this link:

https://hartford.peopleadmin.com/hr. Your login screen will appear as the below:



All University employees have access to the PeopleAdmin portal. All users' initial login credentials are as follows:

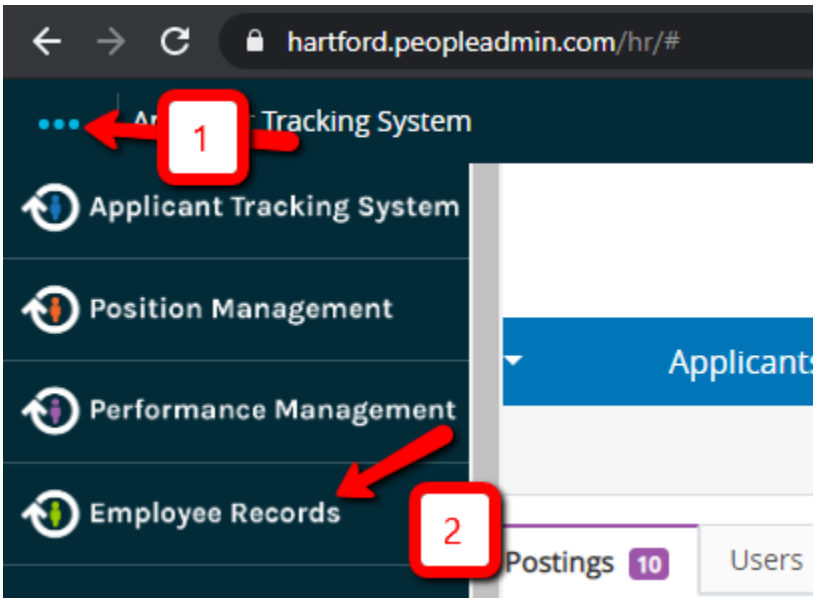
Username – first portion of your University email account

Password – University ID number

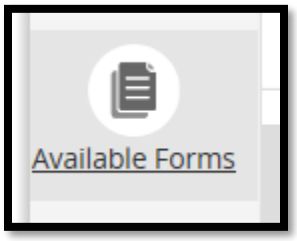
Please ensure you change your password immediately.

If you cannot log in for any reason, please email questions to thibodeau@hartford.edu. Please know that you will already have an account created, and do not need to request a new one.

After logging in please follow the below instructions. A window should appear that looks very similar to this screen:



The Employee Records Module will open, then please click “Available Forms” to the left of the screen and select the form you need.



When you have completed the form please click the “Save Final” button; the form will allow you to add your electronic signature as proof of completion. The form will then move along to the next person in the queue for approval.